

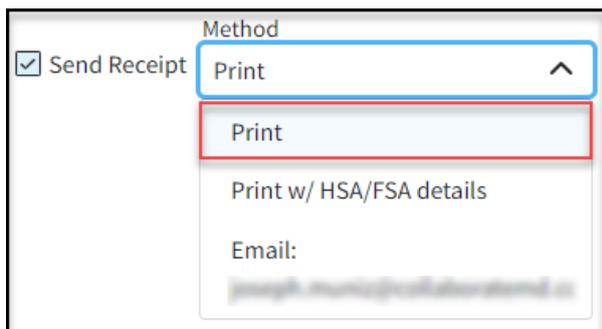
Print Receipt While Collecting a Payment

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The **Payment > Post** section in CollaborateMD allows you to print a receipt while collecting/posting a patient payment.

 You can also print receipts when posting a payment from the Scheduler or Claim sections.

1. Select **Payment > Post**.
2. Fill in the option for **Patient Payment**.
3. Enter your Patient's Payment
4. Check the **Send Receipt** box
5. Select the **Print** option from the dropdown.



The screenshot shows a form with a checked checkbox labeled "Send Receipt" and a dropdown menu labeled "Method". The dropdown menu is open, showing three options: "Print", "Print w/ HSA/FSA details", and "Email:". The "Print" option is highlighted with a red border. Below the "Email:" option, there is a blurred email address.

 You can also print a receipt with all the additional data required by the HSA/FSA guidelines by selecting the "Print w/HSA/FSA details" option.

6. Once the payment is saved the receipt will print.
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